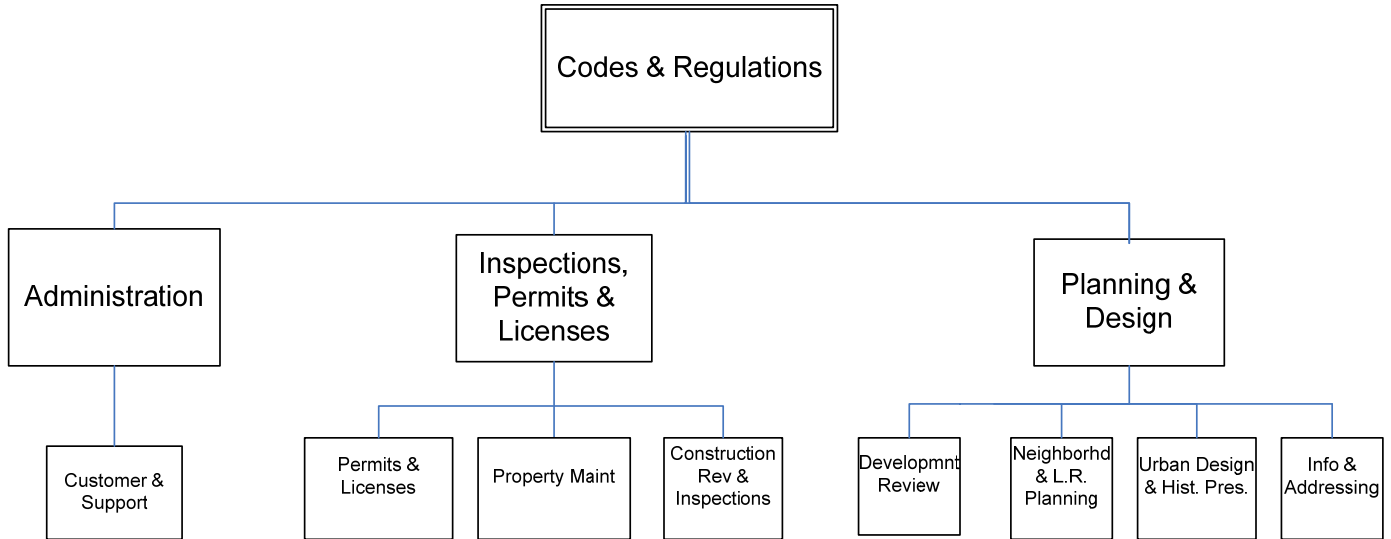




CODES & REGULATIONS



CODES & REGULATIONS

Mission

Promote quality land use planning, construction, and community design to support economic growth and physical development ensuring prosperity, public health and safety, and the general welfare of Louisville Metro. Our staff will provide quality service to the citizens of this community in the most prompt, efficient, thorough and professional manner.

Programs and Services

Finance and Administration

To support the Codes and Regulations Department by preparing and monitoring the budget, accounting and purchasing activities; managing and monitoring contracts with outside vendors; ensuring all accounts payable and receivable are current and accurate; performing human resource and payroll activities and performing regular audits of departments functions/activities to ensure full compliance with all Metro laws and general accounting, performance and auditing practices.

Permits and Licenses

Perform regulatory licensing and permitting related to alcoholic beverages, adult entertainment, amusement devices, armed and unarmed security guards and agencies; charitable solicitation, dance halls, escort services, ground transportation which includes taxis, limos and small charter buses, horse-drawn carriages, massage facilities, off-site automobile sales, pyrotechnics, pawn brokers, solicitors, special events, and vendors ensuring compliance with all Local, State and Federal laws prior to the issuance or renewal of any license or permit, performing records management and retrieval for permits and licenses; and processing all citations, generated by Metro Police related to these activities and sending violation notices and notices of hearings, coordinating, documenting and holding administrative hearings to adjudicate these citations and violations, processing the results of those hearings through orders.

CODES & REGULATIONS

Programs and Services (continued)

Construction Review and Inspections

To protect the public health and safety by reviewing submitted construction plans, both architectural and site for compliance with the Kentucky Building and Residential Codes, Land Development Code and local ordinances for approval and permit issuance, and by providing technical assistance to design professionals, contractors, the general public and other government agencies.

To ensure compliance with Kentucky Building and Residential codes and Land Development Code by monitoring and inspecting all changes and upgrades of structural, electrical, and Heating, Ventilation and Air Conditioning (HVAC), and by providing technical assistance to design professionals, contractors, the general public and other government agencies.

Property Maintenance

To ensure the safety, maintenance and proper use of commercial and residential buildings by inspecting, issuing violation notices/citations and fines for violations discovered and/or not corrected; and to abate illegal, unsafe, unhealthy and dangerous conditions within our community through the Land Development Code and demolition programs.

Customer and Support Services

To support department operations by providing operational and clerical support; answering and routing all calls for service; processing and issuing licenses and permits required by state and local laws relating to construction and building use; receiving and distributing all mailings; maintaining, archiving and retrieving department records; administering the Public Nuisance and Noise ordinances in conjunction with Metro Police and monitoring all calls for service received via MetroCall to ensure prompt and quality response.

To support department operations by providing technical support, application development and computer programming/maintenance for all programs and team members.

To provide citizens an opportunity to appeal notices or citations received by them for violations of the various Metro ordinances utilizing the Code Enforcement Board as its appellate body.

Metro Development Center

To support Metro Development Center operations by providing operational support for all agencies (Codes & Regulations, Public Works, Metropolitan Sewer District, Louisville Water Company, Air Pollution Control District, Health) located in the development center to ensure a streamlined multi-agency one stop/start shop facility for development reviews, permits and licenses to meet the needs of Developers, Contractors, Design Professionals, Home Owners & the Public.

CODES & REGULATIONS

Programs and Services (continued)

Planning & Design Services

Development Review:

To ensure compliance with applicable planning and zoning regulations and planning studies by providing information on land use and newly created parcels; providing answers to requests for information; by reviewing development plans for subdivisions, re-zonings, variances, community facility reviews, parking waivers, detailed development plans, street and alley closures, record plats, and by issuing overlay and historic preservation permits.

Neighborhood and Long-range Planning:

To ensure quality growth and development planning for the Metro area by providing neighborhood, corridor, and small area plans, land use plans and regulations, special district regulations, and environmental standards; performing appropriate demographic and land use history research; and by making recommendations to revise the Land Development Code.

Urban Design & Historic Preservation:

To support commercial, institutional, and residential developments by providing urban design and community improvement planning services and managing historic preservation resources.

CODES & REGULATIONS

Goals & Indicators

- Ensure public safety by making sure that the construction of new buildings and additions/modifications to existing buildings meet current Kentucky Building and Residential Codes, as well as the Land Development Code.
- Ensure public safety by making sure that structural, electrical, plumbing/mechanical and other building systems installations meet current building, electrical and mechanical codes
- Ensure that citizens in Metro Louisville have sanitary and safe living conditions in their homes and neighborhoods by enforcing the Property Maintenance and Land Development Codes.
- Ensure that local, state and federal laws are being followed in regards to the sale and consumption of alcohol beverages and by businesses and individuals that provide public transportation, adult entertainment, vending and special event services, etc., by issuing permits and licenses for these activities and to ensure that all enforcement relative to these licensing and permitting activities is processed in the most expeditious and accurate manner possible.
- Provide excellent customer service to our customers, both external and internal.
- Ensure that the Code Enforcement Board processes all appeals of violation notices and citations timely and efficiently.
- Ensure that the services provided to the internal and external customers of the Development Center are as friendly, professional, efficient and coordinated as possible.
- Complete development review of all cases within the established timeframes, and provide professional planning, urban design and preservation expertise and technical support for development review bodies, developers, and citizens.
- Facilitate the development of neighborhood, corridor, or small area plans to ensure quality growth and development planning and implement recommendations from completed neighborhood, corridor or small area plans.
- Refine Hansen applications to enhance customer service with both internal and external customers.
- Continue to offer the Neighborhood Planning College for citizens and Metro government employees to provide on-going community education regarding land use and planning processes.
- Begin survey of historic properties to provide assessment of historic potential and creation of ranking system of relative importance.

Codes & Regulations**Budget Summary**

	Prior Year Actual 2005-2006	Original Budget 2006-2007	Revised Budget 2006-2007	Mayor's Recommended 2007-2008	Council Approved 2007-2008
General Fund Appropriation	9,447,600	9,331,100	9,331,100	8,979,400	8,568,800
Agency Receipts	1,351,800	1,293,800	1,293,800	1,057,900	1,057,900
Federal Grants	2,235,100	2,279,100	2,241,700	2,037,400	2,037,400
State Grants	66,500	0	0	0	0
Total Revenue:	13,101,000	12,904,000	12,866,600	12,074,700	11,664,100
Personal Services	9,836,700	10,204,500	10,263,000	9,673,600	9,312,300
Contractual Services	1,804,800	1,570,500	1,701,100	1,489,200	1,473,300
Supplies	108,700	136,200	148,000	129,800	125,200
Equipment/Capital Outlay	205,400	27,400	27,400	72,000	71,700
Interdepartment Charges	1,072,600	726,600	727,100	710,100	681,600
Restricted & Other Proj Exp		238,800	0	0	
Total Expenditure:	13,028,200	12,904,000	12,866,600	12,074,700	11,664,100
Expenditures By Activity					
Inspections, Permits, & Licenses	8,913,200	8,707,400	8,707,400	9,002,700	8,592,100
Planning & Design Services	4,115,000	4,196,600	4,159,200	3,072,000	3,072,000
Total Expenditure:	13,028,200	12,904,000	12,866,600	12,074,700	11,664,100

**Inspections, Permits, &
Licenses****Budget Summary**

	Prior Year Actual 2005-2006	Original Budget 2006-2007	Revised Budget 2006-2007	Mayor's Recommended 2007-2008	Council Approved 2007-2008
General Fund Appropriation	6,779,300	6,508,800	6,508,800	6,899,300	6,488,700
Agency Receipts	413,100	486,100	486,100	390,900	390,900
Federal Grants	1,720,500	1,712,500	1,712,500	1,712,500	1,712,500
Total Revenue:	8,912,900	8,707,400	8,707,400	9,002,700	8,592,100
Personal Services	6,628,100	6,831,500	6,840,000	7,133,600	6,772,300
Contractual Services	1,125,800	1,174,800	1,164,800	1,111,400	1,095,500
Supplies	84,000	105,700	107,200	93,400	88,800
Equipment/Capital Outlay	194,800	10,900	10,900	60,500	60,200
Interdepartment Charges	880,500	584,500	584,500	603,800	575,300
Total Expenditure:	8,913,200	8,707,400	8,707,400	9,002,700	8,592,100
Expenditures By Activity					
Director's Office	155,100	193,400	193,400	246,400	246,400
Finance & Administration	663,100	549,900	542,400	476,900	476,900
Permits & Licenses	358,200	353,000	353,000	373,200	373,200
Inspection	2,865,300	2,697,200	2,703,200	2,669,600	2,259,000
Construction & Plan Review	797,600	872,400	872,400	822,300	822,300
Property Maintenance	3,345,100	3,182,700	3,176,700	3,433,400	3,433,400
Customer & Support Services	728,800	858,800	866,300	980,900	980,900
Total Expenditure:	8,913,200	8,707,400	8,707,400	9,002,700	8,592,100

Inspections, Permits, & Licenses	Position Detail	
	Mayor's Recommended FY2007-2008	Council Approved FY2007-2008
Position Allocation (in Full-Time Equivalents)		
Full-time	134	134
Permanent Part-time	0	0
Seasonal/Other	3	3
Total Positions	137	137

Position Title

Account Clerk III	1	1
Administrative Assistant	4	4
Administrative Clerk	7	7
Administrative Coordinator	3	3
Administrative Specialist	3	3
Administrative Supervisor I	1	1
Administrative Supervisor II	1	1
Assistant Director	2	2
Board Member	3	3
Building Inspection Supervisor	1	1
Building Inspector I	9	9
Building Inspector II	1	1
Business Manager I	1	1
Code Enforcement Officer Trainee	9	9
Code Enforcement Supervisor	4	4
Code Enforcement Officer I	17	17
Code Enforcement Officer II	8	8
Commercial Building Inspector	2	2
Commercial Plan Reviewer II	1	1
Commercial Plan Reviewer I	4	4
Director	1	1
Electrical & Residential Inspector	8	8
Electrical Inspection Supervisor	1	1
Electrical Inspector I	4	4
Electrical Inspector II	1	1
Executive Administrator	1	1
Executive Assistant	1	1
Historical Preservation & Zoning Officer	1	1
HVAC Inspection Supervisor	1	1
HVAC Inspector	5	5
HVAC Inspector I	4	4
HVAC Inspector II	1	1
Information Processing Clerk	4	4
Information Systems Analyst	1	1
Information Systems Supervisor	1	1
Payroll Specialist	1	1
Permit Writer	1	1

Inspections, Permits, & Licenses	Position Detail	
	Mayor's Recommended FY2007-2008	Council Approved FY2007-2008
Permit/License Assistant	6	6
Permit/License Coordinator	1	1
Permit/License Supervisor	2	2
Plan Review Coordinator	1	1
Plan Review Manager	1	1
Plan Review Supervisor	1	1
Receptionist	1	1
Residential & Light Commercial Plan Reviewer I	3	3
Residential Plan Reviewer II	1	1
Technical Support Assistant	1	1

Planning & Design Services**Budget Summary**

	Prior Year Actual 2005-2006	Original Budget 2006-2007	Revised Budget 2006-2007	Mayor's Recommended 2007-2008	Council Approved 2007-2008
General Fund Appropriation	2,668,300	2,822,300	2,822,300	2,080,100	2,080,100
Agency Receipts	938,700	807,700	807,700	667,000	667,000
Federal Grants	514,600	566,600	529,200	324,900	324,900
State Grants	66,500	0	0	0	0
Total Revenue:	4,188,100	4,196,600	4,159,200	3,072,000	3,072,000
Personal Services	3,208,600	3,373,000	3,423,000	2,540,000	2,540,000
Contractual Services	679,000	395,700	536,300	377,800	377,800
Supplies	24,700	30,500	40,800	36,400	36,400
Equipment/Capital Outlay	10,600	16,500	16,500	11,500	11,500
Interdepartment Charges	192,100	142,100	142,600	106,300	106,300
Restricted & Other Proj Exp	0	238,800	0	0	0
Total Expenditure:	4,115,000	4,196,600	4,159,200	3,072,000	3,072,000
Expenditures By Activity					
Director's Office	177,100	180,000	180,000	186,300	186,300
Finance & Administration	518,100	534,400	526,700	486,400	486,400
Development Review	1,275,200	1,287,500	1,295,200	1,361,800	1,361,800
Neighborhood/Long-Range Plans	688,000	428,500	422,000	369,700	369,700
Urban Design	515,800	520,400	518,900	499,600	499,600
Transportation & Addressing	940,800	1,245,800	1,216,400	168,200	168,200
Total Expenditure:	4,115,000	4,196,600	4,159,200	3,072,000	3,072,000

		Position Detail
Planning & Design Services		
	Mayor's Recommended FY2007-2008	Council Approved FY2007-2008
Position Allocation (in Full-Time Equivalents)		
Full-time	47	47
Permanent Part-time	0	0
Seasonal/Other	15	15
Total Positions	62	62

Position Title

Architect & Urban Design Supervisor	1	1
Architect, Project	1	1
Architect, Registered	1	1
Assistant Director	1	1
Associate Planner	4	4
Board Member	15	15
Business Manager I	1	1
Business Specialist	1	1
Director	1	1
Executive Assistant	1	1
Historic Preservation Officer	1	1
Historic Preservation Specialist	1	1
Landscape Architect	1	1
Management Assistant	6	6
Planner I	5	5
Planner II	6	6
Planning & Design Coordinator	3	3
Planning & Design Supervisor	4	4
Planning Technician	5	5
Public Information Specialist	1	1
Secretary	2	2